APPENDIX E-216 P

ACQUISITION, RECEIPT, STORAGE, ISSUE, INVENTORY, AND
ACCOUNTING OF MULTIMANAGED ITEMS

1. PURPOSE

   This procedure is applicable to chapter 21, and describes the method
of Funding, Requisitioning, Receipts, Issues, Adjustments, Inventory,
and Reporting Excess of Multimanaged Items. In addition, this appendix
provides for the input of Multimanaged Items in the NIRF when procured/
returned for stock.

2. APPENDICES USED IN THIS PROCESS

   a. Appendix A-11, Project Codes.

   b. Appendix A-48, Source of Procurement Codes.

   c. Appendix A-54, Location Status Codes.

   d. Appendix A-94, NIR Key Codes/Type of Change Codes.

   e. Appendix A-107, Type of Due-In Codes.

   f. Appendix A-121, Project Action Codes.

   g. Appendix B-4, Requisition and Modifier Documents.

   h. Appendix B-26, Physical Inventory Request Document.

   i. Appendix B-42, Due-In Transaction Document (Other than Procurement
Instrument Source).

   j. Appendix B-92, Request for Procurement of Nonmanaged Materiel for
Assembly, Alteration, Modification, or Conversion Document.

   k. Appendix B-123, Source Preference Table Document.

   l. Appendix B-143, National Inventory Record (NIR) Inquiry Document.

   m. Appendix B-216, Multimanaged Item Input Document.

   n. Appendix B-258, Request for Inventory of Multimanaged Items.

   o. Appendix E-004 P, Requisitions Received Through a Medium Other
Than AUTODIN.

   p. Appendix E-004 V, Requisition Type Document Violations.

   q. Appendix E-042 P, Due-In Transaction Documents (Other than
Procurement Instrument Source).

r. Appendix E-042 V, Due-In Transaction Document (Procurement Instrument and Other than Procurement Instrument Sources) Violations.

s. Appendix E-092 P, Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, or Conversion Document.

t. Appendix E-092 V, Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, of Conversion Document Violations.

u. Appendix E-123 P, Source Preference Table Document.

v. Appendix E-123 V, Source Preference Table Document Violations.

w. Appendix E-136 V, DoD Activity Address Directory (DoDAAD) File Update Document Violations.

x. Appendix E-216 P, Acquisition, Receipt, Storage, Issue, Inventory and Accounting of Multimanaged Item.

y. Appendix E-216 V, Multimanaged Item Input Document Violations.

z. Appendix F-99, Special NIR Printout.

aa. Appendix F-189, Notice of Backorder Status Change.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

   The requisitioning, receipts, issues, inventory, adjustments, and reporting of excess is the responsibility of the Inventory Management Division, DSO. ODS is responsible for the processing of all input and the passing of transactions to Financial and Procurement Subsystems.

4. PROCEDURES/INSTRUCTIONS

   a. Multimanaged for Direct Delivery - Requisition Processing.

      Inventory Management Division will:

      (1) Prepare a requisition for Multimanaged Items in accordance with appendix B-4 (DIC A0_) using DD Form 1348 (manual), and including the following data:

FIELD
POSITIONS   EXPLANATION/INSTRUCTIONS

 7   Enter M and S, Code T.

45-50   Enter DoDAAD Code of activity to receive shipment.

51   Enter Signal Code J.

52-53   Enter Fund Code _G (Commodity Code of DSC in pos. 51).

54-56   Enter Assembly/ACM/Manufacturing Directive Number.

(2) Hold the requisition in suspense. When the document does not appear on the Procurement Unfunded Report (DLAM 4715.1, Appendix F-16), notification that funds have been committed and obligated, mail the requisition to the supply source.

(3) Prepare a Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, Conversion Document (DIC ZQQ), IAW appendix E-092 P, and forward to ODS.

b. Multimanaged for Stock.

(1) Requisition/Due-In and Receipt Processing.

Inventory Management Division will:

(a) Prepare a requisition for Multimanaged Items IAW appendix B-4 (DIC A0E) using DD Form 1348 (manual), and including the following data:

FIELD
POSITIONS   EXPLANATION/INSTRUCTIONS

 7   Enter M and S, Code T.

45-50   Enter DoDAAD Code of activity to receive shipment.

51   Enter Signal Code J.

52-53   Enter Fund Code _G (Commodity Code of DSC in pos. 52).

54-56   Assembly/ACM/Manufacturing Directive Number may be entered if appropriate.

57-59   Enter Project Code 2G9.

(b) Prepare a Multimanaged Item/Input Document IAW appendix B-216 if the item does not currently appear in the NIRF. An inquiry to the NIRF DIC ZCQ, with Action Code CA, IAW appendix B-143, will print out all Multimanaged Items.

(c) Prior to establishing a due-in, consult DoD 4000.25M-1, Supplement 1, to determine if a RIC has been assigned to the activity performing the assembly operation. If a RIC and AAC has been assigned, an inquiry will be made to the Source Preference Table IAW appendix B-123. If the printout indicates no record, action will be taken IAW appendix B-123 to load the RIC. In the event DoD 4000.25M-1, Supplement 1, does not reflect a RIC, a request will be forwarded to HQ DLA, ATTN: DLA-OSS, to obtain a RIC and AAC. The AAC will be entered into the DoDAAD IAW appendix E-133 P. The requisition and due-in will be held in suspense pending receipt of these codes.

(d) Prepare dues-in for quantities requisitioned. Due-In Trans-action (appendix B-42) will be utilized for establishment of dues-in. Document number must reflect A, B, or C in pos. 40. Project Code 2G9 will be reflected in each Due-In document as well as the Build Directive Number in pos. 54-56. DIC DFT will be applied to Due-In transactions pertaining to requisitioned materiel from another DSC. DIC DFU will be

applied to Due-In transactions pertaining to requisitioned materiel from other DoD agency. DIC DFV will be applied to Due-In transactions pertaining to materiel requisitioned from a non-DoD agency. For control purposes, the mechanical document number assigned to the Due-In document (F-189) will be assigned to the requisition. Dues-In, however, are established under a recommended buy number with TDIC of SRT, SRU, or SRV until funds are committed and obligated. At that time, the TDIC is changed to SFT, SFU, or SFV, and the Due-In document is changed to the original document number.

(e) Forward the DFT, DFU, or DFV Transactions to ODS for establishment of dues-in. Since this type of input will mechanically commit and obligate funds, the Inventory Management Division will hold the requisitions until the IM is assured that these procurements are not listed on the Procurement Unfunded Report, DLAM 4715.1, appendix F-16, which may be produced during the same cycle in which the Due-In document was input.

(f) The Due-In transaction (DIC DFT, DFU, and DFV) must be processed in order that a document number can be mechanically assigned. It is mandatory that this mechanically assigned Due-In document number be entered in the document number field of the manually prepared outgoing requisition.   When preparing the Due-In transaction, it will be necessary to assign a manual document number with a Project Code of 2G9. Once the Due-In transaction has been processed, the DSO will be automatically furnished an appendix F-189, Notice of Backorder Status Change. This printout will reflect the mechanically assigned document number. Also, receipt of referenced appendix F-189 will indicate that the transaction has been passed to the Procurement Subsystem for funding. However, DSO will still be required to ensure that funds are available IAW procedures outlined in chapter 21. Additionally, Fund Code G must be entered in pos. 53 of the requisition when reimbursement is involved. The commodity code of the DSC will be in pos. 52. In the event the SOS rejects all or part of the requisitioned quantity, the due-in must be canceled and funds deobligated. The IM will prepare a DLA Form 1128 IAW appendix E-506 P using Amendment Code G (total) or Amendment Code H (partial), and CLIN in pos. 24-27. Also, use MILSTRIP Cancellation Reason Codes in pos. 72-73 for Amendment Code G, or the input will violate. The codes can be identified by asterisks in appendix E-506 P. The DLA Form 1128 will be forwarded to Inventory Accounting Branch for further processing to OTIS. One copy of the DLA Form 1128 will be forwarded to the Office of Comptroller. If MILSTRIP Rejection Code is CP or CW a new request will be prepared and the outgoing requisition will carry Advice Code 2A.

(g) Receive DD Form 1348-1, 250, or 1155 from the assembly point mail. Prepare DIC D4_ or D6_ transaction for input ensuring that pos. 57-59 contain 2G9.

(2) Processing Issue Transactions.

Inventory Management Division will:

(a) Prepare a Manager Directed Action, using DIC A0E, in accordance with appendix E-004 P. The following entries are mandatory:

       <u>1</u>. Positions 30-35, AAC of DSC.

       <u>2</u>. Position 44, Enter O (alpha).

       <u>3</u>. Positions 45-50, AAC of assembly point.

       <u>4</u>. Position 51, Enter M.

       <u>5</u>. Positions 54-56, Enter build directive number, never blank.

       <u>6</u>. Positions 57-59, Enter 2G9, never blank.

       <u>7</u>. Position 70, Enter applicable code.

       <u>8</u>. Position 73, Enter A.

       <u>9</u>. Position 77, Enter 5 for output of exception MRO.

      <u>10</u>. Positions 78-80, Enter RIC assigned to Assembly location.

(b) Receive exception MROs and mail to assembly location.

(c) Provide the assembly point Status Document, DIC AE_, indicating the quantity by item due-in.

(3) Materiel Release Confirmation/Denial.

The Inventory Management Division will:

(a) Receive copy of DD Form 1348-1 indicating that assets have been moved from the assembly warehouse to the actual assembly point.

(b) Manually prepare a MRC (DIC AR0) IAW appendix B-14, to confirm the shipment.

(c) Receive copy of DD Form 1348-1 with quantity written which indicates quantity denied. Prepare an adjustment document, DIC A6_, IAW appendix B-8. This transaction will create a D7L reversal, post to the on-hand, and create a D9A for each recorded Purpose Code for the NSN and Condition.

(d) Contact the applicable assembly point by phone to determine the reason for the denial and adjust records accordingly.

(4) Annual Inventory.

Inventory Accounting Branch will:

(a) Prepare DIC ZMN IAW appendix B-258 to request an inventory of all Multimanaged items stored at a specific location. This input will scan the NIRF and create a DIC ZJA transaction (appendix B-26) for each NSN with a NIR Key Code MM for the specific location cited in pos. 4-6 of the input document.

(b) Receive DIC DJA documents which are a result of the above process from ODS. These documents will be mailed to the location cited in pos. 4-6 marked for the attention of the Inventory Office. Instructions in the outgoing letter, accompanying the documents, will indicate that the count documents are to be mailed.

(c) Receive by mail Inventory Count Documents, DIC DKA. Forward to ODS for entry into SAMMS.

(5) Maintenance of NIRF.

Inventory Management Division will:

(a) When notified that an item has been deleted from a Unit Assembly and does not appear in any other assembly action will be taken to interrogate the NIRF IAW paragraph 4d.

(b) When assets are reflected on the NIRF follow the same procedures for Multimanaged items gained from a disassembly action. These procedures are covered under paragraph 4c.

(c) When assets have been dropped to zero take action to delete the item from the NIRF with Action Code AB and DIC ZMK (appendix B-216). The following entries are mandatory:

    <u>1</u>. Positions 1-3, DIC ZMK.

    <u>2</u>. Positions 8-20, Stock Number to be deleted.

    <u>3</u>. Positions 22-62, blank.

    <u>4</u>. Positions 79-80, Action Code AB.

c. Disassembly and Recovery of Multimanaged Items.

Inventory Management Division will:

(1) Process DIC DFL transaction to establish a due-in for disassembly. Receive corresponding DIC DWL from OTIS for mailing to the assembly point.

(2) Receive DD Form 1348-1 from the assembly point indicating that materiel has been received at the assembly warehouse as a result of a disassembly action.

(3) Forward the MRDs to OTIS for processing and posting of the asset to the NIRF.

(4) Report excess materiel to the managing activity by preparing a manual FTE transaction IAW appendix B-39, and mailing to that activity.

(5) Receive reply to Report of Excess Materiel (DIC FTR), appendix B-40, and based on the Advice Code, take the appropriate action.

(6) Direct shipments of excess materiel to the appropriate storage location by preparing a Manager/Directed Action IAW appendix E-004 P utilizing the same document number assigned to the FTE document. A Project Code will be assigned depending on whether a credit will or will not be granted. In those instances where credit will be granted Project Code 3G9 will be entered in pos. 57-59 of the directed action. Project Code 3G0 will be assigned for noncreditable returns. The assets will be dropped under DIC D7P, and a MRO (A5E) will be mailed to the activity holding the asset.

(7) Receive copy of the DD Form 1348-1, indicating that materiel has been shipped. Manually prepare a Materiel Release Confirmation, DIC AR0, IAW appendix B-14, and forward to ODS to update the ARCSF.

   d. Printout of NIRF for Multimanaged Items.

   Inventory Management Division will:

(1) Prepare an inquiry to the NIRF utilizing DIC ZCQ with Action Code WG IAW appendix B-143.

(2) Receive output from inquiry appendix F-99. This printout will indicate that total asset picture of Multimanaged Items at a single location or all locations.